



Receipts

Rationale

Regulations must exist to ensure the responsible management of and reimbursement for receipts from SAMU business expenses.

Definitions

Cardholders are Executives and full-time staff members who are issued credit cards.

An **Itemized Receipt** includes the name and address of the establishment where the transaction occurred, the date of the transaction, and an itemized list of the individual items purchased.

MCCRF is an acronym for Missing Credit Card Receipt Form.

Regulations

1 Credit card expenditure reports require itemized receipts and credit card receipts providing proof of payment amount in order to be considered for approval.

1.1 Parking charges do not require an itemized receipt if one is not issued at the time of purchase.

2 If an itemized receipt for a cardholder's credit card purchase is lost and cannot be reissued by the establishment where the expense was made, or, excepting parking charges, if an itemized receipt cannot be produced, the cardholder must complete a MCCRF and submit it to the General Manager.

2.1 In the case of a lost receipt from the General Manager or a member of Executive Committee the MCCRF is submitted to the Executive Committee.

2.2 If no MCCRF is submitted, or if the MCCRF is not approved, the cardholder is responsible for reimbursing SAMU for the charge within 30 days.



Appendix A: Missing Credit Card Receipt Form Submission Guidelines

- 1** The General Manager or Executive Committee may request additional information from the individual submitting the MCCRf.
- 2** A list of prior MCCRf submissions, to a limit of one year, must be attached to any new MCCRf submission. This list includes the date of the missing receipt, dollar value of receipt, reason cited for missing receipt, and approval or rejection of previous submission.
- 3** Reasons for rejection of MCCRf may include:
 - 3.1** submissions without evidence that the transaction occurred, or
 - 3.2** the expense being unrelated to SAMU business.
- 4** If a cardholder submits a MCCRf more than three times in a one-year time period, additional submissions will be not be considered until a plan is created with the employee's direct supervisor.
- 5** If an Executive is the cardholder submitting a MCCRf, he or she must abstain from voting to either approve or reject the request.
- 6** Approval of a MCCRf confirms that the item and amount indicated on it is an allowable expense and that the cardholder is not responsible for reimbursing SAMU for that amount.



Fact Sheet

Approvals:

First Approval – December 12, 2013

Last Approval – March 4, 2020

Review By: March 4, 2020

Source and Updates:

2013-12-12: *Receipts* approved by Executive Committee motion E2013-12-12-7. Source material drawn from *Procedure 14 – SAMU Credit Cards*.

2014-01-23: *Receipts* approved by Executive Committee motion E2014-01-23-3. Update provided clarification of parking receipt requirement.

2017-02-22: *Receipts* approved by Executive Committee motion E2017-02-22-5 on the recommendation of the Procedure Sub-Committee. Added requirement for credit card receipts to be included as proof of payment.

2017-10-03: *Receipts* approved by Executive Committee motion E2017-10-03-4 on the recommendation of the Procedure Sub-Committee. Responsibility of approving Missing Credit Card Receipt forms for staff moved to General Manager from Executive Committee.

2020-03-04: *Receipts* approved by Executive Committee motion E2020-03-03-1 on the recommendation of the Procedure Sub-Committee. Removed statement of executive hierarchy.

Related Documents:

Missing Credit Card Receipt Form